

## CHANGES TO CATEGORY E AND CATEGORY F FEE GENERATING APPOINTMENT LISTS

The Probate and Family Court is responsible for ensuring that qualified persons serve as guardians *ad litem* (GALs) in important and sensitive cases. To meet this responsibility, we are implementing changes to the application and approval process for those interested in participating as appointees from the Category E and Category F fee generating appointment lists.

### APPLICATION PROCESS FOR NEW APPLICANTS:

- Please complete and submit the required APPLICATION along with the required supporting documentation to the Administrative Office of the Probate and Family Court.
- All application forms for NEW applicants are identified as Version A on the bottom of both pages of the form. All applications can be found on the Probate and Family Court website at: <http://mass.gov/courts/court-info/trial-court/pfc/pfc-fee-appointments-gen.html>
- ***To be eligible for appointment as of July 1, 2016, applications must be received by January 31, 2016.***
- Choose:
  - Category E – Clinician: Application
  - Category F – Attorney: Application
  - Category F – Clinician: Application
- Following a preliminary review of the application, applicants will be scheduled for a personal interview.
- After initial approval, applicants must attend a two-day training which is scheduled for May 25 and June 1, 2016.
- Upon completion of this training, applicants will be granted final approval and will be added to the list in those counties within which s/he chooses to serve.
- The appointment to the Category E and/or Category F list will extend for five (5) years.
- During each of the initial five (5) years, annual attendance at a mandatory court-approved half-day training offered by the Probate and Family Court will be required.
- List members must submit proof of attendance at the program.
- Training will include biannual Domestic Violence and Sexual Violence training as required by G. L. c. 211B, § 9B.
- There will be no exceptions.

**If possible, please submit your application electronically**, and questions may be directed via *e-mail*, to Attorney Jocelyne Deborah Welsh at [jocelynne.welsh@jud.state.ma.us](mailto:jocelynne.welsh@jud.state.ma.us)